

**CONSTRUCTION PLANS
SECTION 4-500
REVISIONS, CONSTRUCTION CHANGES
AND AS-BUILTS**

4-500 CONSTRUCTION CHANGES AND AS-BUILTS

4-501 General

- 4-501.1 Revisions are changes in the design required by changed design requirements identified prior to start of construction. Revisions shall follow the general procedure in Section 4-502.
- 4-501.2 Construction Changes are changes in the design required by unforeseen field conditions. Construction changes shall be approved before the proposed change is constructed. Construction changes must be submitted to the Inspection Section, but may be processed either by the Land Development Section or by the Inspection Section as determined by the Inspection Section, and shall follow the general procedure in Section 4-502
- 4-501.3 As-built changes are revisions to construction plans to reflect as constructed conditions. As-builts are to be processed by the Inspection Section following the general procedure in Section 4-502 and must be complete and approved prior to acceptance of all public improvements and release of bonds. Grading plans are as-built in accordance with Section 15.04.140 of the Municipal Code. Typically, the following items are added to approved plans during the as-built process:
- (1) Add sewer laterals to plan view with a distance from the closest property line indicated, show backflow preventors on plan view, and complete sewer lateral table.
 - (2) List structural street sections with limits indicated for each change;
 - (3) Show street light conduit locations, pull boxes and power sources;
 - (4) Show driveway locations including driveway centerline with street centerline stationing and width of driveway.

4-502 General Procedure

- (1) Submit two sets of blueprints with changes indicated in red.
- (2) After changes are approved provide one set of sepia for City files and check out mylars. Mylars may be checked out by the Engineer of Work or a bonded messenger approved by the City.
- (3) Make revisions on originals per approved redline changes. Alternatively, computer generated "As-Built" mylars and a digital "As-Built" file in DWG format, upon approval of the redline blueprint plan, may be submitted in-lieu of hand-drafted revisions, but must be signed by the Inspection Section Senior Civil Engineer and must include the "As-Built Replacement Street Approval" as specified in Section 4-503.
- (4) Complete "Engineer of Work Certificate" on title sheet and "As-Built Certificate" on each plan sheet (See Section 4-105 and 4-208)
- (5) Submit revised mylar and the approved blueprints to City for signature.
- (6) Provide mylar and number of blueprints as specified in Section 5-200.
- (7) New mylars may not be submitted for construction changes unless otherwise approved by the City Engineer.

4-503 As-Built with Replacement Mylars

- 1) Submit two sets of bluelines with changes indicated in red for review and approval.
- 2) .After changes are approved, submit replacement mylars for signature showing all approved changes from original plans in a revision bubble. Include the following additional signature box for City approval of replacement mylar:

AS-BUILT REPLACEMENT SHEET APPROVAL

Civil Engineer _____ Date _____

Senior Civil Engineer _____ Date _____

Original City Engineer approval date: _____

- 3) Complete "Engineer of Work Certificate" on title sheet and "As-Built Certificate" on each plan sheet (See Section 4-105 and 4-208)
- 4) Provide copies of approved as-builts as specified in Section 5-200.

PAGE INTENTIONALLY BLANK